

# Retention and Classification Report

**Agency:** Brian Head (Utah) (97)

56 North Hwy 143  
P.O. Box 190068  
Brian Head, UT 84719  
435-677-2029

**Records Officer** Nancy Leigh

23790 Council minutes  
23791 Planning Commission minutes

**AGENCY:** Brian Head (Utah)

**SERIES:** 23790

4

**TITLE:** Council minutes

**DATES:** 1975-

**ARRANGEMENT:** Chronological by meeting date with all relevant attachments filed after the minutes for each meeting.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

The Brian Head town council is responsible for exercising the community's legislative and executive powers (see Utah Code Unannotated, 1992, 10-3-101). At incorporation (1975) the town board consisted of a mayor and four council members who were responsible for all aspects of town management. In 1988 Brian Head officially replaced the traditional town government with the manager/council form of government. Since that date the traditional town council shares responsibilities with a town manager, who is officially included as a member of the council. Brian Head town council minutes summarize the discussion at council meetings and report on motions made and actions taken. Since incorporation, the Brian Head town council's primary objective has been to build and maintain a regional resort community which is comfortable and aesthetically attractive. In keeping with this goal, the council has been progressive about providing public services and utilities. The council has also focused on overseeing development and land use, advertising the resort, and providing recreational opportunities for guests and residents. The town council has worked closely auxiliary municipal boards and commissions and with the Utah Travel Council and Brian Head Resort, Inc.

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 06/26/2001

**AGENCY:** Brian Head (Utah)

**SERIES:** 23790

**TITLE:** Council minutes

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

Brian Head town council minutes provide historical information about municipal government. Attachments provide additional information of all kinds about topics discussed by the council.

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008).

**AGENCY:** Brian Head (Utah)

**SERIES:** 23791

4

**TITLE:** Planning Commission minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological by meeting date with relevant attachments filed after the minutes for each meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Utah law provides each municipal government with the opportunity to appoint a planning commission to create and carry out zoning plans within the community (Utah Code Annotated, 1953, 10-9-4). The Brian Head town council created a planning commission in 1977. The five-member commission works closely with the council on all issues relating to land use and development, and in creating and revising the town's master plan. All development proposals in Brian Head must be conceptually approved by both the planning commission and the town council before developers can proceed with building details, water connection, and review by engineers and other necessary inspectors. Final proposals must be re-approved by both the planning commission and town council. The commission's primary function is evaluating development proposals. The commission provides time for public hearings on proposals and for evaluating potential conflicts of interest between board members and proposed projects. Planning commission minutes provide a summary of the planning commission's discussion as well as the names of those present.

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**AGENCY:** Brian Head (Utah)

**SERIES:** 23791

**TITLE:** Planning Commission minutes

(continued)

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Brian Head planning commission minutes provide historical information about building development in a resort community and about zoning laws in the same.

**PRIMARY CLASSIFICATION:**

Public